



West Virginia Real Estate Appraiser Licensing and Certification Board

2110 Kanawha Blvd., East, Suite 101
Charleston, West Virginia 25311

Phone: 304-558-3919
Fax: 304-558-3983
E-mail: wvappbd@mail.wvnet.edu

APPLICATION INFORMATION FOR RECIPROCAL LICENSE

IMPORTANT INFORMATION

Applicants are cautioned to read all instructions and questions thoroughly. To speed the processing time of an application, be certain that the application is completed in its entirety, that all questions are answered truthfully and that any requested information is included with the application package. Please retain copies of all submitted documents.

The following items are required and must be included with the application:

1. Application Fee: Application Fee of \$125. *This is a non-refundable fee.* If the application is returned to for any reason, the application fee will not be refunded. Resubmission of the application for any reason will require an additional application fee of \$125.
2. License Fees: *Include National Registry Fee of \$40 per year*
 - A. State Licensed Residential Appraiser—\$305 per year
 - B. State Certified Residential Appraiser—\$355 per year
 - C. State Certified General Appraiser—\$505 per year

** All licenses expire September 30th regardless of date of issue.*
3. Application Fee and License Fee should be in the form of check or money order and made payable to the WV Real Estate Appraiser Board. (Application Fee and License Fee may be combined in one check or money order.)
4. Applicants must apply for a West Virginia real estate appraiser license that is the same as the out-of-state license or certification currently held.
5. Photograph: taken within the past year prior to filing the application. The photograph must be attached to the application where indicated.
6. Copy of current license from the state from which you are seeking reciprocity.
7. Enclosed Oath and Affidavit (signed and notarized).
8. Non-Resident Irrevocable Consent to Service (signed and notarized).
9. Copy of certificate reflecting most recent USPAP Update Course taken.



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RECIPROCAL LICENSE APPLICATION

Name of Applicant: LAST FIRST MIDDLE

Date of Birth: Social Security Number:

Home Telephone (area code) Cell Telephone (area code) Business Telephone (area code) Fax (area code)

Email Address:

Applicant's Current Residence:
STREET CITY COUNTY STATE ZIP CODE

Appraisal Business Address:
STREET CITY COUNTY STATE ZIP CODE

For Roster and Mailing Purposes, Choose One: ☐ Residence Information ☐ Business Information

CLASSIFICATION REQUESTED:

☐ **State Licensed Residential Appraiser** (\$305)
Non-Refundable Application Fee (\$125)
TOTAL (\$430)

☐ **State Certified Residential Appraiser** (\$355)
Non-Refundable Application Fee (\$125)
TOTAL (\$480)

☐ **State Certified General Appraiser** (\$505)
Non-Refundable Application Fee (\$125)
TOTAL (\$630)

(License Fee includes \$40 National Federal Registry Fee)

FOR OFFICE USE ONLY

Date Received

☐ Application Fee ☐ Check No. ☐ Deposit No.

☐ License/Certification Fee

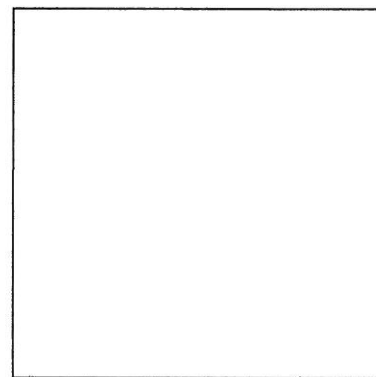
☐ Copy of Current License ☐ Affidavit ☐ Consent to Service ☐ ASC National Registry Check

☐ License/Certification No. ☐ Date Issued

RECIPROCAL APPLICATION

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List all states in which you currently hold a license or certification in real estate appraising, along with your license number (s):



Attach a 2 x 2 photo taken within the last year

Please answer the following questions. If any answer is "Yes," attach a separate sheet giving full details and submit a copy of all relevant documents. Note: Answering "Yes" does not mean an automatic denial of an application. Board review will determine if an applicant is qualified.

1. Have you ever been convicted of any unlawful conduct?
☐ Yes ☐ No If Yes, attach explanation, including date and case number.
2. Have you ever had a civil or criminal judgment, or an administrative order entered against you?
☐ Yes ☐ No If Yes, attach explanation, including date and case number.
3. Have you ever had a certificate or license to practice any regulated occupation or profession revoked, suspended or surrendered, or have you been subject to other disciplinary action in any state?
☐ Yes ☐ No If Yes, attach explanation, including date and case number.
4. Have you previously applied for and been denied an appraiser license or certification in West Virginia, or any other state?
☐ Yes ☐ No If Yes, attach explanation, including date and case number

In addition to your principal place of business, list all of the other addresses where you currently engage in appraising or conduct appraisal activities. If additional space is needed, attach pages using the format as shown below.

Company Name (if applicable)

Address

Telephone No. with area code

OATH

I HEREBY:

1. Acknowledge that I am the person referred to in the foregoing application and supporting documents. I have answered all questions completely and truthfully and to the best of my knowledge. I understand that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to withhold a license or certification issued by this Board, refuse renewal or revoke a license or certification;
2. Agree to comply with the standards set forth in the West Virginia Code and the Rules promulgated thereto, and understand the types of misconduct for which disciplinary proceedings may be initiated against me pursuant to said Code and Rules;
3. Agree that I have knowledge of and will comply with the Uniform Standards of Professional Appraisal Practice (USPAP) that were adopted and promulgated by the Appraisal Standards Board of The Appraisal Foundation and in place as of the effective date of any appraisal performed by myself;
4. Agree to return the license or certification upon request if issued in error, for non-renewal, or if requested by this Board after a hearing pursuant to disciplinary action.

AFFIDAVIT

State of _____

County of _____

I, _____ affirm and state that the information provided within and attached hereto is true and correct to the best of my knowledge.

Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, _____.

Signature of Notary

NOTARY SEAL

Expiration date of Notary Commission

NON-RESIDENT IRREVOCABLE CONSENT TO SERVICE

KNOW ALL MEN BY THESE PRESENTS:

I, _____
(Name of Applicant—Please PRINT)

being an applicant for a real estate appraiser license/certification under the Code of West Virginia, and pursuant to the West Virginia Rules of Civil Procedure, do hereby irrevocably consent to the service of process upon me by means of delivery of that process to the Secretary of State if, in an action against me arising from my activities as a real estate appraiser, the plaintiff, in the exercise of due diligence, cannot effect personal service upon me.

IN WITNESS WHEREOF, the above-named applicant has caused this instrument to be signed at

On the _____ day of _____, _____.

Signature of Applicant

State of _____ County of _____

Personally appeared _____ (applicant) before the undersigned notary public in and for the above-named county and state, the day and date above named, and acknowledged the execution of the foregoing instrument to be the voluntary act and deed of such applicant for the purposes therein set forth.

Signature of Notary

Subscribed and sworn to before me on the _____ day of _____, _____.

Expiration date of notary commission

SEAL